

HR/LR Policy #1373

Payment for Job Related Licensure

Date Issued: 01/30/2003
Date Revised: 03/10/2015
Former PERSLs: N/A
Rebrand Date*: 02/28/2018
Authority: Labor Relations

OVERVIEW

Objective

To provide notice to agencies regarding non-payment for job related licenses and license renewals.

Policy Statement

Job-related licensure and license renewal is an employee's responsibility and will not be paid for with agency funds.

Scope

This policy applies to:

- All employees of executive branch agencies (M.S. 43A.02, subds. 2 & 22) and
- Classified employees of the Office of the Legislative Auditor, Minnesota State Retirement System, Public Employees Retirement Association, and Teachers Retirement Association (M.S. 43A.04, subd. 1(a)).

Definitions and Key Terms

N/A

Exclusions

N/A

Statutory References

N/A

GENERAL STANDARDS AND EXPECTATIONS

Payment for required licensure is the responsibility of the employee. The collective bargaining agreements and plans do not have provisions for payment of licenses required for an employee's state position.

Payment for required licensure is a term or condition of employment, over which the state and the affected exclusive representatives have previously bargained. The state maintains that it is the responsibility of employees to bear the costs of any license required to qualify for their positions. This practice was sustained by an arbitrator in 1990.

If an agency is paying for employees' required licenses or license renewal fees, it must end these payments. Agencies may notify any affected employees that the MMB Labor Relations Division has advised that the licensure payment is improper and must be discontinued effective immediately.

Many agencies pay for professional memberships and educational reimbursements. These types of payments are discretionary.

RESPONSIBILITIES

Agencies are responsible for the request:

Ensuring that job-related licenses are paid for by employees, not the agency.

MMB is responsible for:

Assisting agencies in implementing this policy.

FORMS AND INSTRUCTIONS

N/A

REFERENCES

N/A

CONTACTS

MMB Labor Relations Representative

**Date policy content moved to new document template featuring updated branding, logo, formatting, and corrections to typographical errors. No change to policy content.*